

# DMVA Delegation of Purchasing Authority

(For current copy of this form contact the Department of Military and Veterans Affairs Procurement Officer.)

Name:	PCN:
Title:	Section:
Division:	Phone:
Location:	

This memorandum delegates specific authority to execute procurement actions as identified below. This authority cannot be sub-delegated. You are expected to use sound judgment when obligating State funds, following all appropriate statutes, regulations, policies and procedures related to the exercise of this authority.

## Procurement Certification and Training--

Individual purchasing authority is subject to obtaining training and maintaining certification per Department of Administration guidelines at one of the following levels for the procurement of goods and services. The employee is trained and certified at the following level: (Check one as appropriate)

<b>Level 1 Training and Certification</b> \$0 - \$10,000	<b>Level 2 Training and Certification</b> \$10,001 to \$100,000	<b>Level 3 Training and Certification</b> \$100,001 or more
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## Purchasing Authority –

Unless specifically granted by statutes, regulations, or this delegation of authority, agreements for the expenditure of funds greater than \$10,000 must be routed through the Division of Administrative Services Procurement Section for solicitation, review, or approval in accordance with DMVA Policies and Procedures.

No purchases are to be made until the individual receives fully signed delegation form. This individual is hereby granted specific purchasing authority **less than or equal to the limits** noted:

- \$ \_\_\_\_\_ One Card/P-card transactions (not to exceed One Card/P-card transaction limit)
- \$ \_\_\_\_\_ Solicit and make purchases not to exceed \$50,000. Generally, will be limited to \$10,000 unless special circumstances exist. This includes exempt procurements. (NOTE: Procurement Section is exempt from the \$50,000 limit).
- \$ \_\_\_\_\_ Place orders from existing **Statewide MASTER AGREEMENTS** per contract terms (limit will be set by the division directors but will not exceed \$500,000)
- \$ \_\_\_\_\_ Place orders from existing **Department/Division MASTER AGREEMENTS** per contract terms.
- \$ \_\_\_\_\_ Make emergency purchases per AS 36.30, 2 AAC 12, and AAM 81 (limit as needed, not to exceed \$500,000. Procurement personnel are exempt from the not to exceed limit) (NOTE: Emergency procurements may be made when there is an existing threat to public health, welfare or safety and when procurement through competitive sealed bidding or competitive sealed proposals is impracticable or contrary to public interest or to protect public or private property. A written determination by the Chief Procurement Officer must be made prior to responding to the emergency, except for when action must be taken in less than 72 hours.)

## Signatures

<b>Employee</b>	<b>Date</b>	<b>Division Director</b>	<b>Date</b>
_____	_____	_____	_____

<b>DAS Procurement Officer</b>	<b>Date</b>	<b>Commissioner/DAS Director</b>	<b>Date</b>
_____	_____	_____	_____